EDITED TASK LISTING

CLASS: SUPERVISING PROGRAM TECHNICIAN III

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Responsible for ensuring 24 hour a day staff coverage in the Identification /Warrants Unit to provide service to law enforcement agencies, the Department and the public utilizing various resources (e.g. knowledge, telephone, scheduling) as required verbally and in writing.
2.	Supervises subordinate staff to produce work utilizing various resources (e.g. knowledge, manuals, training classes, common sense) as required verbally and in writing.
3.	Reviews staff work assignments, vacations, and sick leave usage to ensure 24-hour coverage on 3 shifts 7 days a week utilizing various resources (e.g. knowledge, vacation and sick leave requests, documentation, schedules).
4.	Prepares performance evaluations, letters of recommendation, approves merit salary raises, counseling memorandums, and progressive discipline for staff utilizing various resources (e.g. documentation, knowledge) as needed/required.
5.	Ensure each employee receives training pertaining to specific laws, rules and office policies and procedures through on-the-job training or outside sources to produce trained/knowledgeable staff utilizing various resources (e.g. on-the-job training, manuals, outside training classes, staff meetings, microfiche, tools) as needed and directed.
6.	Performs the most difficult and complex duties and decisions to ensure compliance with departmental mandates utilizing various resources (e.g. knowledge, telephone, manuals, computer systems) as needed.
7.	Retrieves information from various computer systems and microfiche, microfilm, and inmate confidential files to provide responses to various entities utilizing various resources (e.g. computer systems, microfiche, microfilm and inmate confidential files) as needed/requested.
8.	Interprets and applies laws, rules, regulations, policies, and terminology unique to the California Department of Corrections (CDC), Department of Justice, and the law enforcement field to ensure compliance with Department of Justice, Department of Corrections and the Federal Bureau of Investigation utilizing various resources (e.g. knowledge, law, rules, policies, procedures) as needed.
9.	Functions as the expert resource person to subordinate staff, departmental staff, and law enforcement agencies to ensure compliance/guidance utilizing various resources (e.g. knowledge, manuals, rules and regulations) as needed.
10.	Acts as a consultant/liaison between law enforcement agencies, Parole & Community Services Division, and institutions to resolve issues regarding inmates/parolees utilizing various resources (e.g. knowledge, interpersonal skills, manuals, laws, rules, computer systems, policies, procedures) as needed/required.
11.	Ensures the Unit meets all work commitments to ensure completed staff work on a timely basis utilizing various resources (e.g. knowledge, manuals, computer data bases, supervisory skills) as required.

EDITED TASK LISTING

CLASS: SUPERVISING PROGRAM TECHNICIAN III

NOTE: Each position within this classification may perform some or all of these tasks.

12.	Maintains control of the CLETS and OBIS systems to be in compliance with mandated rules and regulations utilizing various resources (e.g. knowledge, computer data bases) as mandated.
13.	Conducts training for staff to ensure compliance with regulations utilizing various resources (e.g. knowledge, training materials, communication skills) as required by CLETS and the National Crime Information Center.
14.	Keeps abreast of new rules and regulations regarding CLETS and OBIS to inform staff and ensure compliance utilizing various resources (e.g. knowledge, informational meetings) as required.
15.	Formulates procedures for staff to implement new rules and regulations utilizing various resources (e.g. knowledge, manuals, written directives, meetings) as required.